

I. COURSE DESCRIPTION: This course is a capstone course of the Office Assistant Certificate program. Students will have an opportunity to integrate their word processing and spreadsheet skills by completing a variety of office tasks. Students will prioritize work in order to complete tasks within time constraints.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Apply decision making and time management skills to produce accurate business documents in a timely fashion.

Potential Elements of the Performance:

- Create and edit text including adjusting font.
- Compose correspondence.
- Design and work with tables.

2. Apply records management techniques.

Potential Elements of the Performance:

- Index, code, sort, store, and retrieve incoming and outgoing correspondence using the alphabetic classification system.
- Process bring-forward notation and request for records forms.

III. TOPICS:

(Note: These topics sometimes overlap several areas of skills development and are not necessarily intended to be explored in isolated learning units or in this order.)

1. Developing Time Management Skills.
2. Applying Document Formatting for Office Documents using Word Processing and Spreadsheet Software.
3. Applying Records Management Techniques

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Noll, Cheryl, **Paula's Plantscape – A Clerical Simulation (3rd Edition)**. Thomson South-Western

Fulton-Calkins, Patsy, Blaney, Diane, **Administrative Professional: Procedures and Skills (Second Canadian Edition)**. Nelson Education Ltd. Note: This is the same text required for Office Technology and Procedures)

3" X 5" Index Card Storage Box
 10 Index Cards
 Manila File Folders (7) – letter size

V. EVALUATION PROCESS/GRADING SYSTEM:

Assignments (100%)

- In-Box Office Simulation (30%), Records Management Simulation (30%), Paula's Plantscapes Clerical Simulation (40%)

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI. SPECIAL NOTES:Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.